



















Fees To Landlords

Service	Let only	Let & Rent Collection	Let & fully Managed
Advertise and market the property, arrange for prospective tenants showing interest to view the property and discuss offers with you, our client.	✓	✓	✓
Take up relevant references on prospective tenants; these will where possible include employer, bank, previous landlord and character on each prospective tenant.	✓	✓	✓
Arrange a gas safety inspection for the property if required. This is needed by law for any property that has gas appliance/s. The cost of this to be borne by the Client (£80 inclusive of VAT).	✓	✓	✓
Arrange an electrical safety inspection for the property if required. This is needed by law for any property that has electrical supply. The cost of this to be borne by the Client (£200 inclusive of VAT).	✓	✓	✓
Arrange an energy performance certificate for the property if required. This is needed by law for any property that is to be sold or rented. The cost of this to be borne by the Client (£80 inclusive of VAT).	✓	✓	✓
Prepare relevant Assured Shorthold Tenancy Agreement.	✓	✓	✓
Collect the initial monies, being a security deposit and a calendar month rent in advance; the deposit to be held by government approved scheme i.e. DPS or TDS.	✓	✓	✓
To prepare any subsequent contracts that may be required after the expiration of the initial 12-month AST agreement should both tenant and landlord be in agreement that the tenant will remain in the property *(5% annual commission charge payable for renewal of contracts)	✓	✓	✓

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Collect the rent throughout the Tenancy. Rent collection for non-Managed properties are the responsibility of the landlord. In the event that Harrisons collects the rent on behalf of a landlord of a non-Managed Property it will be subject to a 5% administration fee on the total amount of rent collected.			
Notify utility boards of the change of user at the commencement and expiry of the Tenancy			
Arrange for the preparation of an inventory for the property, if requested. The provision of an Inventory is the Landlords responsibility.			
By arrangement with landlord, we will pay any rates, ground rents, service charges, insurance premiums, invoices for repair works carried out etc. due on the property from rent received.			
We will deal with all maintenance problems as they arise. We will on each occasion try to contact you before any work is carried out. However, should you be unavailable to contact, we will act on your behalf using our professional judgement as to the best course of action to take (which could include waiting until we can contact you). The Client will be responsible for paying for work carried out			
Account monies along with a statement on a monthly basis, to our client.			

Standard Letting fees:

Let only *8% of annual income*
 Let & Rent Collection *10% of annual income*
 Let & Fully Managed *13% of annual income*

**All Sale & Rental fees are NO VAT*

**Fees are subject to negotiation*

Standard Sales Fees:

Sole agency *1.25% of sale value*
 Dual Agency *1.75% of sale value*
 Multi Agency *2% of sale value*

Fees To Landlords

Client Money Protection

Harrisons Client Money Protection is provided by Money Shield Certification can be found [HERE](#). The scheme accounting rules, as well as our conduct and membership rules, can be found at [The Client Money Protection Schemes for Property Agents. \(https://cdn.ymaws.com/money-shield.co.uk/resource/resmgr/documents/cmp.pdf\)](https://cdn.ymaws.com/money-shield.co.uk/resource/resmgr/documents/cmp.pdf) Alternatively, ask one of our staff for a printed copy of this documentation.

Harrisons are also a member of the Property Ombudsman, our certification can also be found [HERE](#). Further information can be found at <https://www.tpos.co.uk/>